

**283—18.3(261) College and university eligibility.** To be eligible to participate in the Iowa work-study program, a college or university must be an Iowa regent university, an Iowa community college, or a college or university eligible to participate in the Iowa tuition grant program.

**18.3(1) *Application to participate.*** An Iowa college or university requesting participation in the Iowa work-study program must apply to the college student aid commission using the commission's designated application.

*a.* Applicant colleges and universities shall provide the commission with documentation that establishes their eligibility as described in Iowa Code section 261.83 on application forms provided by the commission.

*b.* Colleges and universities seeking initial approval to participate in the Iowa work-study program must submit applications by January 1 for participation in the upcoming academic year.

*c.* Colleges and universities approved for participation in the program must sign an agreement provided by the commission that defines the manner in which the Iowa work-study program is to be administered.

**18.3(2) *Annual application.*** Participating colleges and universities are required to submit annual applications on forms provided by the commission. The applications shall provide pertinent information deemed necessary by the commission for administration of the program.

**18.3(3) *Notice of change of status.*** Any college or university which loses eligibility to participate in the Iowa work-study program, as described in 283—18.3(261), must immediately notify the commission. A college or university that fails to comply with this notice of change of status requirement may be required to return Iowa work-study funds to the commission.

**18.3(4) *Reporting requirements.*** Every college or university participating in the Iowa work-study program shall submit an annual report which includes student and faculty information, enrollment and employment information, the amount of institutional matching dollars, and other information required by the commission as described in Iowa Code sections 261.9 through 261.16.

The commission's report format includes student-specific information, the number of students served, the amount of funds used during the academic year, and other information needed to prepare the commission's budget request for the next academic year. Student-specific information may include, but is not limited to, student name, address, social security number, number of hours worked, and the amount of the Iowa work-study award. Final reports must be submitted to the commission by July 31 of each year.